

WHY DO WE NEED IT?

1. Required by law. (Cite the law and General Counsel opinion.)
2. As a management tool record making and record keeping represent:
 - a. indispensable tools in the conduct of Agency operation;
 - b. the greatest consumers of salaries, space and equipment of all the housekeeping and administrative activities;
 - c. the sum of the recorded operations and obligations of the Agency at home and abroad;
 - d. an invaluable store of hard-earned experience.
3. As to security, economy and efficiency - -
 - a. to eliminate excessive cost of salaries, space and equipment;
 - b. to safeguard the essential records of our operations and obligations;
 - c. to provide maximum utilization of record material.

HOW MUCH WILL IT SAVE?

1. The most tangible results and savings on the recommendations for the establishment of a CIA Records Center are:

- a. The prompt removal to economical and more efficient storage of a minimum _____ cu. ft. of records from Agency offices.
- b. This would result with a net and continuing yearly savings of \$ _____ plus an additional \$ _____ after the first _____ years of operation. The operation of a Records Center will release in the first two years of its operation, space, equipment, operational and maintenance expenses conservatively appraised at \$ _____.

2. A second tangible result would be the outright destruction or other disposal of a minimum of an additional _____ cu. ft. of records within _____ years, with a net and continuing yearly savings of \$ _____. After the first _____ years an additional savings of \$ _____ will be effective for each year.

a. The staff work applying records inventories and controls to this end would cost less than _____% of the savings effected and has been deducted accordingly.

3. The third tangible savings ~~will~~ ^{will} result from the consolidation and reduction of existing inactive records.

4. A fourth and the largest savings, however, would accrue from the economies and improvements effected by the development and application of controls and record keeping as provided in the Agency's Records Management Program.

5. Equally as important as savings in excess of \$ _____ is the certain knowledge that:

- a. record making and record keeping in the Agency are rapidly becoming more efficient management tools.
- b. The essential records of the Agency's obligations at home and abroad are safeguarded.
- c. The invaluable store of experience recorded in the permanent records of the Agency is accessible and can better be utilized.